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SPANISH AND PORTUGUESE
JEW.S' HOSPITAL

REVISED LAWS AND REGU-
LATIONS OF THE BETH
HOLIM

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REVISED
LAWS AND REGULATIONS
OF THE
BETH HOLIM.

As recommended by the Committee.

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OBJECTS AND LAWS OF THE BETH HOLIM.

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This Institution was established by the Congregation of Spanish and Portuguese Jews, in the year 5507--1747, as an Hospital for their sick Poor, and for affording advice and medicines to out-patients, also for the reception of lying-in women, and for granting an Asylum to the Aged.

Foundation
and objects.

LAWS.

INTERPRETATION.

1. In these laws "the Institution" means the Beth Holim ; the " Congregation " means the London Spanish and Portuguese Jews' Congregation ; "Elder" and " Yahid " with their plurals and "Mahamad " have the meanings respectively assigned to them in the Ascamot of the Congregation ; a " Governor " means a Life Governor or Honorary Governor under Law 4, 5 or 6 ; " Writing ." with its cognates, includes printing, typewriting, and all other modes of representing or reproducing words in a visible form ; " the Annual General Meeting " means the meeting of the General Court to be summoned in the month of Adar or Ve-Adar under Law 10 ; the " Permanent Fund " means the property held by the trustees of the Institution in trust for its purposes at the date of the coming into operation of these laws, and shall include all subsequent

Definitions.

additions thereto, other than property given or bequeathed on special trusts; "the premises" means the premises used for the purposes of the Beth Holim at the same date other than the secretary's offices.

Notice.

2. Any notice under these laws may be given by posting the same with the postage prepaid, and in computing the number of days the day on which any prepaid letter would be delivered in the London district in the ordinary course of post shall be included, but Sundays and the day fixed for any meeting convened by such notice shall be excluded.

Rubrics and
Marginal
notes.

3. The Rubrics and Marginal notes to these laws are inserted merely for convenience of reference, and shall not affect their construction.

THE GOVERNORS AND MEMBERS.

Life
Governors.

By donation or
contribution.

4. A donation to the funds of the Institution of a single sum of not less than £10 10s. 0d. in the case of a gentleman or £5 5s. 0d. in the case of a lady, shall constitute the donor a Life Governor. Life Governors may also be constituted by contribution under the provisions of law 80.

By legacy.

5. Where any legacy of not less than £20 is paid to the Institution the executor paying the same, or, if there be more than one executor acting, that one of the executors who shall be designated by them in writing at the time of payment or within one calendar month thereafter, or, in default of such designation, the executor whose name shall stand first shall be a Life Governor.

Honorary
Governors.

6. The Haham of the Congregation, the members of the Mahamad, and the Treasurer and Wardens of the Institution shall during their respective terms of office be Honorary Governors with the rights and privileges of Life Governors.

7. An annual subscription of not less than £1 1s. 0d. shall constitute the subscriber a member during the period covered by such subscription. Such subscription shall become due on the 1st day of Elul or on Pureem, shall be payable annually in advance, and shall cover the period till the eve of the following 1st day of Elul or Pureem, as the case may be. Members.

8. No member whose subscription shall be in arrear shall be permitted to vote on any occasion, or shall be eligible for election as a Warden or a member of the Committee. Members whose subscriptions are in arrears.

THE GENERAL COURT.

9. The Governors and members shall constitute the General Court, and the supreme control and government of the property and affairs of the Institution shall be vested therein. The General Court.
Its constitution, &c.

10. The Treasurer, or in his absence the Wardens, shall cause to be convened meetings of the General Court half-yearly in the months of Adar or Ve-Adar and Elul, and at such other times as he or they may think desirable, and also within fourteen days of the receipt of a requisition signed by seven or more Governors or members for the consideration of such business as shall be specified in such requisition, and in default the Governors or members so requisitioning may themselves convene such meeting after the expiration of such period of fourteen days. Its meetings.

11. Not less than three days' notice in writing of any meeting of the General Court shall be given to every Governor and member. Notice for summoning.

12. At any meeting of the General Court five shall be a quorum, and every Governor or member present shall, subject to the provisions of Law 8, be entitled to one vote on every question put to the meeting, provided that any Quorum and votes.

person who was constituted a Life Governor before these laws came into force shall be entitled to two votes. The voting shall be by show of hands.

Its Chairman.

13. At all meetings of the General Court the Treasurer, or, in his absence, the senior warden present shall preside, and, in the absence of the treasurer and wardens, the Governors and members present shall elect one of their number to preside over the meeting. When the voting on any question submitted to the meeting is equal, the chairman shall have a second or casting vote.

**Ordinary
business of
the Annual
General
Meeting.**

14. At the annual general meeting the report, to be made by the Committee under Law 23, and the audited Balance Sheet, prepared under the direction of the Treasurer under Law 37, shall be presented, and the General Court shall, subject to the provisions of Law 8, elect a Treasurer from among the Elders, a Warden from among those Yehidim who shall have been Governors or Members for not less than one year, and also not less than ten nor more than fourteen Governors or Members (of whom not less than three nor more than five shall be ladies) as ordinary members of the Committee. The Treasurer and Warden and ordinary members of the Committee so elected shall hold office from the Shabbat Haggadol immediately following until the eve of the succeeding Shabbat Haggadol.

**Term of office
of the officers
and members
of Committee
then elected.**

**Election of
second
Warden.**

15. At its half-yearly meeting in the month of Elul the General Court shall, subject to the provisions of Law 8, elect a second Warden from among those Yehidim who shall have been Governors or Subscribers for not less than one year, and he shall hold office from the Rosh Hashanah immediately following until the eve of the succeeding Rosh Hashanah.

**Election of
honorary
members of
the Com-
mittee.**

16. The General Court may at any meeting elect as honorary members of the Committee, either for a specified period or for the term of their lives, any persons who shall

have rendered special service to the Institution, provided that the intention to propose such election shall have been notified in the notice convening the meeting, and such honorary members shall have all the rights and privileges of ordinary members; but the number of honorary members under this law shall not at any time exceed three.

THE COMMITTEE.

17. The Committee shall consist of the ex-officio members under Laws 37, 38 and 80, and the ordinary and honorary members of the Committee under Laws 14, 16 and 18.

The Committee.
Its constitution.

18. The Haham for the time being of the congregation shall be an honorary member of the Committee, and shall have all the rights and privileges of an ordinary member.

The Haham to be an honorary member.

19. The Committee may fill up any casual vacancy occurring among the ordinary members thereof at their next or any subsequent meeting, and any person elected under this law shall serve for the remainder of the term for which the person causing the vacancy was originally elected.

Casual Vacancies.

20. The Committee shall be convened by not less than three days' notice in writing issued under the direction of the Treasurer, or, in his absence, the Wardens, at such times as he or they may think desirable. The Treasurer, or, in his absence, the Wardens shall also cause to be convened a meeting of the Committee within fourteen days of the receipt of a requisition signed by not less than six members of the Committee for the consideration of such business as shall be specified in such requisition, and in default the persons requisitioning may themselves convene such meeting after the expiration of such period of fourteen days.

Meetings:
How convened.

The quorum. 21. Subject to the provisions of Law 40 the quorum at a Committee Meeting shall be three.

The Chairman. 22. At all meetings of the Committee the Treasurer, or, in his absence, the Senior Warden present shall preside, and, in the absence of the Treasurer and Wardens, the members present shall elect one of their number to preside over the meeting. When the voting on any question submitted to the meeting is equal, the chairman shall have a second or casting vote.

Duties of management, &c. 23. The Committee shall superintend the whole internal management and economy of the Institution and incur such ordinary expenditure as they may consider necessary in its interests, providing that the ruling of the Treasurer as to what constitutes ordinary expenditure within the meaning of this law shall be final. They shall make all contracts for coals, provisions and other necessaries, dismiss, if needful, any salaried officer, and make such other arrangements from time to time as they may deem proper, provided the same be not contrary to these laws. They shall prepare an annual report, and cause a print thereof, and of the audited Balance Sheet, to be rendered by the treasurer under Law 37, to be sent to each Governor and Subscriber at least three days before the Annual General Meeting.

Power to incur expenditure. 24. The Committee may at any time, and from time to time, expend a sum not exceeding £100 on any single object that does not fall within the provisions of Law 23, but any larger expenditure on such an object must be sanctioned by the General Court.

Power to dismiss, &c., Inmates, &c. 25. The Committee may in their discretion dismiss or suspend any Inmate or Patient.

Power to make, &c., Bye-laws. 26. The Committee may at any of their meetings make, alter, or repeal Bye-Laws or Regulations for the internal management of the Institution, provided the same be not contrary to these laws.

THE HOUSE COMMITTEE.

27. The House Committee shall consist of the ex-officio members, under Laws 37 and 38, and six ordinary members, of whom two shall be ladies and four gentlemen. The Committee shall elect such six members at their first meeting after the Annual General Meeting, and shall from time to time fill up any vacancies that may occur in their number.

How
composed.

28. The House Committee shall meet on the premises, and shall keep accurate minutes of all their proceedings at such meetings.

Place of
meeting and
Minutes.

29. The House Committee shall be convened by notice in writing issued under the direction of the senior Warden present in London, or, if both Wardens are absent from London, of the Treasurer, once in every calendar month except August, and at such other times as such Warden or Treasurer may deem desirable.

How and
when to be
convened.

30. The quorum at a meeting of the House Committee shall be three.

Quorum.

31. The Senior Warden present, or, in the absence of both Wardens, the Treasurer, shall take the chair at the meetings of the House Committee. In the absence of the Wardens and Treasurer the members present shall elect one of their number to preside over the meeting. When the voting on any question submitted to the House Committee is equal, the chairman shall be entitled to a second or casting vote.

The
Chairman.

32. The House Committee shall have the control of the domestic arrangements of the Institution, and all house-keeping accounts shall be examined monthly and audited by them, or by one or more of their number appointed for the purpose.

Control of
domestic
arrangements
and accounts.

33. The House Committee may temporarily admit inmates, subject to a Report by the Medical Officer, and

Power to
admit inmates
temporarily.

may suspend an inmate for a period not exceeding fourteen days.

Power to incur expenditure.

34. The House Committee shall have power to incur expenditure affecting the ordinary administration of the Institution, but shall not authorise the expenditure of more than £10 on any one object nor incur any permanent or recurring expenditure without the previous sanction of the Committee.

THE TRUSTEES.

The Trustees.

Funds to be vested in Trustees.

35. The Permanent Fund, and any other real or leasehold properties or separate funds that may hereafter be held in trust for the Institution, shall, subject to the provisions of any special trust, be vested in not more than four Trustees to be chosen from the Governors and subscribers. They shall stand possessed of the same in trust for the purposes of the Institution, subject to its laws. They shall have the custody of all deeds and documents of title relating to its property and be responsible for the same.

Applications of the Trustee Act, 1833, Sec. 10.

36. Section 10 of the Trustee Act, 1893, shall have effect subject to Law 35 and the following provisions :--

(a) The power of appointing new trustees shall be vested in the General Court.

(b) The General Court shall exercise such power by resolution at a meeting in the notice for which the intention to appoint a new trustee or new trustees shall have been notified, and a minute of such notice and the passing of such resolution entered in the minute book of the General Court, and purporting to be signed by the chairman of such meeting, shall be conclusive evidence of the matters stated in it.

(c) Whenever the number of Trustees falls below three, notice thereof, and of the intention to appoint so many new

trustees as shall bring the total number up to four, shall be inserted in the summons for the next meeting of the General Court.

THE TREASURER.

37. The Treasurer shall be an ex-officio member of the Committee, the House Committee, and all sub-committees. He shall cause to be prepared and audited a Balance Sheet of the Institution for each calendar year, and present the same at the next Annual General Meeting.

The
Treasurer.

THE WARDENS.

38. The Wardens shall, if possible, attend all meetings, and shall be ex-officio members of the Committee, the House Committee and all sub-committees. The Warden whose term of office expires on the eve of Rosh Hashanah shall remain an ex-officio member of the Committee and House Committee till the eve of the following Shabbat Haggadol. From Shabbat Haggadol to Rosh Hashanah the Warden elected in the month of Elul, and, for the rest of the year, the Warden elected at the Annual General Meeting shall be the Senior Warden. Each Warden shall inspect the Institution at least once in every calendar month, and enter his observations in a book to be kept for that purpose.

The Wardens.

THE ESTABLISHMENT.

39. The Establishment of the Institution shall consist of (a) the following salaried officers, viz., a Secretary, a Medical Officer, a Steward and a Matron, and (b) salaried Nurses and Servants.

The Estab-
lishment.
Its constitu-
tion.

40. All salaried officers shall be appointed and shall be removable or liable to suspension by the Committee, who shall fix the amount of their salaries, but at every

Powers of
Committee
over.

meeting at which any such officer shall be appointed or removed, the quorum shall be seven.

Vacancy in.

41. Within one month of any vacancy occurring among the salaried officers, the Treasurer, or, in his absence, the Wardens, shall cause to be convened a meeting of the Committee to consider the same and take such steps in relation thereto as may be thought desirable.

Prohibition of Commissions, &c.

42. No officer, nurse or servant shall be permitted to take from any tradesman, patient, inmate, or other person, any fee, reward, or gratuity whatever, directly or indirectly, for any service done, or to be done, on account of the Institution, and any officer, nurse or servant violating this law shall be liable to instant dismissal without notice or payment in lieu of notice.

THE SECRETARY.

The Secretary.

43. The Secretary shall attend all meetings of the General Court, of the Committee and all Sub-Committees if required, keep minutes of the proceedings, and transact generally such matters as such meetings may direct.

Duties at meetings.

To receive, &c., accounts.

44. He shall receive and examine all accounts due from the Institution, and present them to the Committee.

To keep account books, &c.

45. He shall keep such books of Account as may be necessary for the proper conduct of the financial business of the Institution, and shall prepare the Annual Balance Sheet.

And accounts of subscriptions, &c.

46. He shall keep an account of the subscriptions and donations, close all accounts and send them out on or within seven days of the 1st day of Elul or Pureem as the case may be, and make out lists of all arrears to the Institution to be laid before the meetings of the General Court.

To produce receipts.

47. He shall produce receipts for all sums of money paid by him.

48. He shall give security to the satisfaction of the Treasurer and Wardens to the amount of £50. **To give security.**

THE MEDICAL OFFICER.

49. The Medical Officer shall attend at the premises at least once every day, and oftener, if needful, report in the book kept for the purpose on the cases under his charge, and duly prescribe and provide the medicines for the same, and shall at all times conform to the regulations laid down by the Committee. **Medical officer.**

THE STEWARD.

50. The Steward must be a member of the Jewish Community, and must be not less than thirty nor more than forty-five years of age at the time of his appointment. **Steward. Qualifications.**

51. He shall have under his care, and be responsible for, all goods, provisions, stores and other properties belonging to and situate on the premises, and shall, if required, keep an inventory thereof. He shall keep in a book a copy of all orders given by him to tradesmen for goods, provisions or household stores, which book shall be laid before the House Committee at its meetings. **Responsibility for goods, &c. His orders.**

52. He shall receive and distribute the provisions, pay particular attention to their quality, weight and measure, and report to the House Committee any complaint respecting them. **Duties as to Provisions.**

53. He shall see that the premises are properly secured and closed for the night at eleven o'clock p.m., and satisfy himself as to their safety against fire. **To secure premises.**

54. He shall not be off the premises after eleven o'clock p.m. without permission from the Treasurer or a Warden, nor at any time in the absence of the Matron. **Not to be out after 11 p.m., &c.**

Duties as to admission.

55. He shall not admit any invalid, lying-in woman or patient without the production of an order duly signed, except in cases of accident under Law 73.

To preserve good order.

56. He shall take special care to preserve good order throughout the premises, and report to the House Committee any complaint he may have against any of the inmates.

Housekeeping duties.

57. He shall take all necessary steps for procuring everything necessary for carrying on the Institution subject to the control and superintendence of the House Committee or their representative; he shall receive tradesmen's monthly bills, and present them together with any account for extras to the House Committee or their representative for approval before payment, and shall produce vouchers for the same after payment.

To file orders.

58. He shall carefully file all orders for the admission of patients, and also the Medical Officer's orders for the supply of wine to the patients.

To attend meetings.

59. He shall if required be in attendance at all meetings of the General Court or of any Committee or Subcommittee.

Duties in case of a death.

60. In the event of any death occurring on the premises he shall faithfully take a note in writing of any property or effects belonging to the deceased, and deliver the same to the Secretary within three days of such death.

To conform to laws, &c.

61. He shall in all cases strictly conform to these laws and to such regulations and directions as the General Court or the Committee or the House Committee may from time to time adopt or give.

THE MATRON.

The Matron

62. The Matron must be a member of the Jewish Community and shall strictly conform to these laws and to such regulations and directions as the General Court or the Committee or the House Committee may from time to

time adopt or give ; she must be not less than twenty-five nor more than forty-five years of age at the time of her appointment. She shall, as far as possible, assist the Steward in carrying out his duties, and shall especially superintend all the kitchen arrangements.

INMATES.

63. The admission of inmates into the Institution, other than those admitted under Law 69, shall be by a majority of votes of the Committee on such terms (if any) as the Committee may prescribe, subject to the Medical Officer's first certifying that the applicant is a fit person for admission, and subject to the provisions of these laws.

Inmates.
Admission.

64. All applicants for admission shall fill up a form, to be obtained from the Secretary.

Applicants to
fill in Forms.

65. Subject to the provisions of Law 69, no male under sixty or female under fifty-five years of age shall be eligible for admission as an Inmate.

Minimum
age for admis-
sion.

66. Subject to the provisions of Law 69, it shall be a condition of admission in the case of every inmate that he or she shall apply for a pension under the Old Age Pensions Act, 1908, or any statutory modification thereof for the time being in force, if and when he or she may be eligible, and that the same shall be paid over to the Institution to be applied towards his or her maintenance.

Application
for Old Age
Pensions when
eligible to be
condition of
admission.

67. Any inmate entitled to a pension under the Old Age Pensions Act, 1908, or any statutory modification thereof for the time being in force, shall pay the same to the Institution towards defraying the cost of his or her maintenance there.

To pay over
Old Age Pen-
sions.

68. Failure to comply with the requirements of Law 66 or Law 67 shall render any inmate so failing liable to expulsion from the Institution.

Failure to
comply with
laws as to Old
Age Pensions.

Applicants
recommended
by Lara
Trustees, &c.

69. The admission of inmates recommended by the Mahamad and Trustees of the Lara Trust acting together in such Trust shall be permitted under such special arrangements as may be sanctioned by the Committee, who in giving such sanction may insist on or dispense with any of the requirements of these laws as to the admission of inmates.

Clothing of
Inmates.

70. All inmates shall be provided with necessary clothing under the directions of the Committee, and they shall produce the same for inspection to the Steward and Matron whenever required to do so.

Duties of
Inmates.

71. The inmates shall at all times appear clean, and those in health and strength shall attend Synagogue on Sabbaths and Holy days; one of their number shall be appointed to read Prayers daily in the room appropriated for that purpose, to recite blessings before and after meals, and to attend the sick for the purpose of prayer whenever required, and in return shall receive such remuneration as the Committee may decide.

PATIENTS.

Patients.
Admission.

72. Patients, who must be not less than 21 years of age, may be admitted into the Institution upon the recommendation of the Medical Officer by the House Committee, with the consent of the Treasurer, on such terms, if any, as the House Committee may prescribe, but no person suffering from any infectious or contagious illness shall be admitted.

Cases of
accident.

73. All cases of accident requiring immediate attention shall be received into the Institution without any order for admission.

Length of
stay.

74. No patient shall be permitted to remain in the Institution longer than six weeks, provided that on an order from

the Treasurer, Wardens, Committee, or Medical Officer, a patient may be retained for a further period of not more than one month.

75. No pregnant woman shall be admitted into the Lying-in Ward of the Institution unless she shall have been married at least nine months. She shall not be admitted until within a week of her expected confinement, nor shall she remain there after the expiration of four weeks from her confinement except on an order given in manner provided in Law 74. On quitting the ward she shall be allowed two complete suits of clothing for each infant who shall have been born to her.

Pregnant
women.

VISITORS.

76. The friends of patients and Inmates shall be allowed to visit them during their continuance in the Institution subject to such regulations as the Committee may from time to time frame.

Visitors.

PERMANENT FUND.

77. The Permanent Fund (other than the premises) shall be invested in such securities as may from time to time be authorised by law for the investment of Trust funds.

Permanent
Fund.

Investments
authorised.

78. The investment of any part of the Permanent Fund shall not be varied or transposed, nor shall any part thereof be realised, without the previous sanction of a meeting of the General Court in the notice for which the intention to seek such sanction shall have been notified; and the Trustees shall carry out any directions of the General Court as to selling, varying, transposing, or otherwise dealing with any investments

Not to be sold,
&c., without
sanction of
General Court.

or property of the Institution provided that the intention to seek such direction shall have been notified in the notice convening the meeting thereof.

Life
Governors'
qualifications
to be invested.

79. All moneys received for the qualifications of Life Governors except those received under Law 80 shall be invested and added to the Permanent Fund.

AID SOCIETIES.

Aid Societies.

80. The General Court may promote or authorise the promotion of subsidiary Aid Societies with the view of assisting the general or special purposes of the Institution. Any such Society shall have the right to designate some person to be a Life Governor of the Institution in respect of every sum of £10 10s. 0d. contributed by it to the funds of the Institution in any one calendar year, whether the same shall have been contributed in one or more instalments. A minimum sum of £30 so contributed by any such Aid Society shall entitle its chairman, or such other person as it may have designated in his room, to be an ex-officio member of the Committee for the calendar year next following, and to replace such chairman or representative by any other representative at any time during his year of office ; and for every sum of £50 so contributed such Aid Society shall, in the calendar year next following, be entitled to recommend to the Committee an applicant for admission subject to the provisions of these laws.

ALTERATION OF THE LAWS.

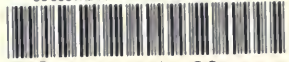
Alteration of
the laws.

81. A law of the Institution may be enacted, altered or rescinded at a meeting of the General Court in the notice for which the intention to propose, alter or rescind such law shall have been notified, and such enactment, alteration or rescission if passed with or without amendment shall take effect forthwith.

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